

## INSTRUCTIONS FOR FILING UNFAIR PRACTICE CHARGE

1. Fill in all applicable information requested by the form.
2. Sign and date the charge form in the spaces indicated. It is helpful in distinguishing the originals from any copies if you sign the original using blue ink or any color other than black.
3. Mail, or personally serve, a copy of the charge including all attachments to the party named in item 2 (Respondent). NOTE: If you are the charging party you may not serve the charge on the respondent or sign the proof of service form yourself. Anyone over the age of eighteen, a resident of the United States and not a party to the case is eligible to serve documents and sign the proof of service.
4. Complete a proof of service form indicating that the charge has been served on the Respondent (as described in paragraph 3, above).
5. Mail the original charge form, attachments, the original proof of service form, and one complete copy of the charge, attachments and proof of service to the appropriate PERB office. The appropriate office for filing an unfair practice charge is determined pursuant to the provisions of PERB Regulations 32612 and 32075, as follows:

### 32612. Venue of Charge.

A charge may be filed in any regional office described in Section 32075 which serves any county in which the conduct or act constituting the alleged unfair practice occurred or is occurring, the county in which any employee affected by the alleged unfair practice works or the county in which the principal office of the employer is located. Any charge involving a worksite located outside the State of California shall be filed with the regional office serving the county in which the principal office of the employer is located. The Board may transfer any case to a different regional office. The Board may consolidate charges as it deems appropriate.

### 32075. Regional Office.

"The regional office" means the office established by the Board which serves the county in which the principal office of an employer is located according to the following schedule:

Counties included in the Sacramento Regional Office jurisdiction: Alpine, Amador, Butte, Calaveras, Colusa, El

Dorado, Fresno, Glenn, Inyo, Kings, Lassen, Madera, Mariposa, Merced, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, Yuba.

Counties included in San Francisco Regional Office jurisdiction: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma.

Counties included in Los Angeles Regional Office jurisdiction: Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura.

The current addresses and phone numbers for PERB's three regional offices are:

Sacramento Region

1031 18<sup>th</sup> Street  
Sacramento, CA 95814-4174  
(916) 322-3198

San Francisco Region

1330 Broadway, Suite 1532  
Oakland, CA 94612-2514  
(510) 622-1016

Los Angeles Region

3530 Wilshire Blvd., Suite 1435  
Los Angeles, CA 90010-2334  
(213) 736-3127